

School/SBU/ Department: SPECS/PAM

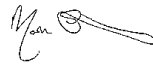
Assessor Name: Nuala O’Flynn

Date: 14/10/2021

**ACTIVITY TITLE/DESCRIPTION:**

Group Visits to Bayfordbury Outreach. See Small Inflatable Dome RA and 2021-22 SPECS COVID RA Bayfordbury Observatory - Operating telescopes Signed for specifics

IDENTIFY HAZARDS	WHO COULD BE HARMED & HOW		EVALUATE THE RISK AND DECIDE ON CONTROLS		RECORD YOUR FINDINGS AND IMPLEMENT THEM	
Hazards associated with the activity/task/Event? <i>What are the significant hazards with the potential to cause harm?</i> Review the activity, location & people involved. Check equipment or manufacturer instructions. Check UH, Sector or HSE guidance.	Who could be harmed? <i>Who is at risk from harm:</i> Students, Staff, Visitors and/or Contractors?	How could they be harmed? <i>Types of injury:</i> Major or Minor Injuries from Lifting/Handling, Slips/Trips/Falls or Ill Health Effects.	How would you rate the level of risk? Risk = Likelihood X Consequence: High   Medium   Low	What controls are currently in place and what further action is necessary to reduce the risk? <i>What is already in place to reduce the likelihood of harm and/or impact of harm occurring?</i> <i>What further actions or additional controls are required to reduce the remaining risk?</i>	Remaining Actions? <i>Actions by Who and by When?</i>	Actions Completed? <i>Completed (Y/N)</i>
<p><b>Risk of acquiring covid-19 infection via <u>Aerosol Transmission</u> during face to face activities.</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Viral infection of Coronavirus (COVID-19):</p> <p>Potential for minor or major ill health including death.</p>	<p>Medium -High</p>	<p>Group visit numbers will be limited by the capacity for room S07 which is 42</p> <p>For group visit under 25 people then S20a is allowed to be used for the talk, if over 25 then this must occur in S07</p> <p>Ensure room has adequate ventilation (either mechanical or natural). Open windows and doors to maintain ventilation.</p> <p>Reduced capacity of visitors on site. Visitors will only be allowed on site when there is minimal teaching occurring to avoid any unnecessary contact with other members of UH staff.</p> <p>Staff will review any risk assessment/s obtained by the group visitors before their arrival and follow the controls outlined in this document.</p> <p>Face coverings will be compulsory for access inside unless medically exempt. Face coverings will be supplied in the case of anyone not bringing one.</p>		

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				<p>Strong recommendation for LFD testing with negative result at least 48 hours before from public and all staff prior to any visitors on the Bayfordbury campus.</p> <p>GDPR secure details of all those who have attended a group visit in case of outbreak.</p> <p>Leader of the group of visitors will be told to email the group nights email address (which they will already have from booking the visit) if a member of the group tests positive within 48 hours of the visit. The group visit coordinator will then action university protocols.</p> <p>The static planetarium will not be used due to lack of ventilation. Small inflatable planetarium to be used instead as it has mechanical ventilation</p> <p>When at the telescope domes if member of staff is uncomfortable with occupying some with members of public they can either stand completely outside dome and talk through the door or leave the door of the dome open.</p>		

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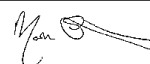
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<p><b>Risk of acquiring covid-19 infection via <u>Surface Contact</u> during on campus activities.</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Viral infection of Coronavirus (COVID-19):</p> <p>Potential for minor or major ill health including death.</p>	<p>Medium -High</p>	<p>Cleaning materials will be provided with appropriate waste disposal.</p> <p>Workstations will be cleaned before/after individual use.</p> <p>The uses of hand sanitisers will be encouraged before and after each session to reduce the risk of contact transmission.</p> <p>Estates to be contacted to check on cleaning schedule especially for toilets. University central has enhanced cleaning in place for toilets to mitigate the risk.</p>		
<p><b>Walking in the dark</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Slips/Trips/Fall</p>	<p>Low</p>	<p>The roadway and dome pathway lights are to be switched on during group visits.</p> <p>Visitors are always accompanied by UH staff/outreach ambassadors when moving between the domes and the BSB (Bayfordbury Science Building).</p> <p>During safety briefing visitors are asked to:</p>		

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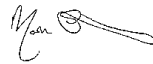
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				<ul style="list-style-type: none"> <li>Keep off the grass as there is unlit equipment and other trip hazards</li> <li>Not to run.</li> </ul> <p>Please refer to ‘2021-22 SPECS COVID RA Bayfordbury Observatory - Operating telescopes Signed’ for further risks and controls.</p>		
<b>Ladder use</b>	Visitors (including, but not limited to: school children, general public)  UH Staff  Outreach ambassadors	Slips/Trips/Fall	Low	The demonstrator shall supervise the use of the step ladder in accordance with the ladder training given during group visits training. Children shall be additionally supervised by an adult within the group.  Ladders are inspected every 6 months. Any defects are recorded and reported.  Ladders should not be used when lone working. Any potential users are given directions on use.  Users told to never use extending ladder, only step ladders.		

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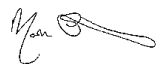
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<b>Laser use</b>	Visitors (including, but not limited to: school children, general public) / UH staff	Possible blindness, either permanent or temporary	Low	Only low power (eye safe) lasers shall be used for presentations and optics demonstrations and are never to be directed at people.		
<b>Use of Laboratories</b>	Visitors (including, but not limited to: school children, general public)  UH Staff  Outreach ambassadors	Injury from hazardous materials and/or laboratory equipment and/or electrical equipment	Low	Standard Lab Safety practice to be followed. During safety briefing visitors are asked to: <ul style="list-style-type: none"> <li>• Not touch any materials or equipment in the lab unless given to them by UH staff/outreach ambassador</li> <li>• No food or drink is to be consumed anywhere on site, except the refectory.</li> <li>• All hazardous materials to be locked away before group visit.</li> </ul>		
<b>Safeguarding/Duty of care for under 18s</b>	Visiting children	Major/minor physical injuries, psychological/emotional harm, stress, PTSD.	High	Under no circumstances should unaccompanied children be the only audience members. Adult visitors must be present.  Children under the age of 18 must be accompanied by a known-to-them adult.  Outreach and Public Engagement Officer are expected to be professionally trained in Safeguarding every year.	Safeguarding training to be run again in Autumn Term by WASS, arranged by Nuala O’Flynn	

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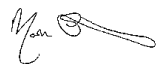
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				<p>UH Staff and outreach ambassadors trained locally in safeguarding on a yearly basis.</p> <p>UH Staff and outreach ambassadors required to read and follow the updated version of <a href="#">Keeping children safe in education (part 1) (KCSIE)</a></p> <p>Briefings and debriefings at the start and end of activities to ensure concerns about young people/students are raised, logged and dealt with.</p> <p>Disclosures reported to Nuala O’Flynn or Head/Deputy/Group Leader in the first instance via the <a href="#">record of concern form</a> and then written up on <a href="#">UH safeguarding concern</a> form, saved locally and then sent to Geri Ward, Dean of Students and Senior Safeguarding Officer (SSO).</p> <p>The SSO can be contacted on 01707284450 or via <a href="mailto:g.1.ward@herts.ac.uk">g.1.ward@herts.ac.uk</a>.</p> <p>The necessary services i.e., Children’s services, child’s school will also be notified (if required).</p>		

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<b>Challenging behaviour/ Violence</b>	Visitors (including, but not limited to: school children, general public)  UH Staff  Outreach ambassadors		Low	The adults accompanying under 18s are responsible for their behaviour. It is not the responsibility of UH staff.  Adults accompanying under 18s to child ratio increased where there are higher levels of learning, medical or personal needs and therefore higher risk of behaviour challenges  Briefings at the start of activities on behavioural expectations.  Security can be called to attend if necessary (01707 285555). In an emergency, call 999.  Where behaviour challenges pose a safety risk to themselves or other young people/students and staff, those involved will be sent home.  All serious behaviour incidents reported to Nuala O’Flynn. Recommendations made on protocol going forward. Follow up if necessary		

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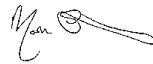
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<p><b>Lost Person</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p>	<p>Major/minor injuries, stress, PTSD, slips, trips and falls, stranger danger, death.</p>	<p>Medium</p>	<p>Regular headcounts on activities by adults accompanying under 18s</p> <p>UH staff walking at the front and back of the group when travelling from the BSB to the telescope domes.</p> <p>During safety briefing visitors are informed:</p> <ul style="list-style-type: none"> <li>In the BSB the meeting point is the refectory</li> <li>At the telescopes, all visitors are shown the meeting point for if an alarm sound or if someone gets lost (the circle at the centre of all of the domes)</li> </ul> <p>Government recommended ratios of adult (this includes UH staff AND adults accompanying under 18s) to children will be adhered to and most of the time, exceeded:</p> <p><b>4-8 years. 1 adult to 6 children</b>  <b>9-12 years. 1 adult to 8 children</b>  <b>13-18+. 1 adult to 10 children/students</b></p>		

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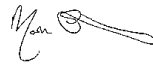
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<p><b>Fire and Emergency Evacuations</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Injury or death from fire or smoke inhalation.</p> <p>Viral infection of Coronavirus (Covid - 19): Potential for minor or major ill health including death.</p>	<p><b>High</b></p>	<p>Bayfordbury Security Arrangements, Emergency and Lone Working Procedure as per UPR HS05, Section 8.1.</p> <p>Additionally: all attendees will be informed at the start of each night (orally, and with written instructions also accessible in the Patrick Moore Building) of the emergency notification procedures if staff are incapacitated in an emergency. These procedures are;</p> <ul style="list-style-type: none"> <li>Visitor to alert other nearby staff members or via radio. If unable to contact staff within one minute, immediately call 999 and request required emergency services.</li> <li>Visitor or other staff member then ring UH security (x5555 or 01707 285555) to let them know what has happened and that they should come to Bayfordbury.</li> <li>If required, UH security will contact 1) David Campbell or 2) Helen Goddard</li> </ul>	<p>Staff to include fire evacuation procedures in induction training and refresh as appropriate.</p>	

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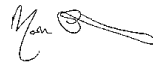
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				<p>who will attend on-site and close down the observatory facilities.</p> <ul style="list-style-type: none"> <li>UH security will remain with the visitors until everyone has been able to leave the site.</li> <li>UH security will then lock-up the site after the observatory facilities have been closed down.</li> </ul> <p>UH staff and outreach ambassadors will read GV Health and Safety Talk Document before each visit.</p> <p>Register staff involved in group visit at start to account for everyone in the building</p> <p>Adults accompanying under 18s/ lead adult of visiting group responsibility to register other members of group.</p> <p>During the safety briefing visitors are informed:</p> <ul style="list-style-type: none"> <li>Follow instructions from presenter/staff member</li> <li>Location of fire exit</li> </ul>		

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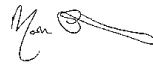
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Hazards associated with the activity/task/Event? <i>What are the significant hazards with the potential to cause harm?</i> Review the activity, location & people involved. Check equipment or manufacturer Instructions. Check UH, Sector or HSE guidance.	Who could be harmed? <i>Who is at risk from harm:</i> Students, Staff, Visitors and/or Contractors?	How could they be harmed? <i>Types of injury:</i> Major or Minor Injuries from Lifting/Handling, Slips/Trips/Falls or Ill Health Effects.	How would you rate the level of risk? Risk = Likelihood X Consequence: High   Medium   Low	What controls are currently in place and what further action is necessary to reduce the risk? <i>What is already in place to reduce the likelihood of harm and/or impact of harm occurring?</i> <i>What further actions or additional controls are required to reduce the remaining risk?</i>	Remaining Actions? <i>Actions by Who and by When?</i>	Actions Completed ? <i>Completed (Y/N)</i>
				<ul style="list-style-type: none"> <li>• Fire meeting point (car park, if evacuating from BSB, circle at centre of domes if at Observatory)</li> <li>• Not to fight the fire but to raise the alarm (via manual call point), evacuate and wait in the designated safe area.</li> </ul> <p>Line manager to be aware of personnel on site and using facilities. Security to be informed of site use outside of normal working hours (as per UPR HS05, Section 8.1).</p> <p>Social distancing is suspended during evacuation and reinstated at fire assembly point evacuation.</p> <p>For more information on the university’s fire and building evacuation procedures, please see <a href="#">here</a>.</p> <p>All staff complete iHasco fire safety training and certificate sent to Nuala O’Flynn.</p>		

<b>Review Date:</b>	25/10/21	<b>Signed/Reviewed by</b> (Line Manager/H.O.D or Representative):	
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School/SBU/ Department: SPECS/PAM

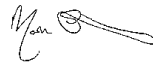
Assessor Name: Nuala O’Flynn

Date: 14/10/2021

**ACTIVITY TITLE/DESCRIPTION:**

Group Visits to Bayfordbury Outreach. See Small Inflatable Dome RA and 2021-22 SPECS COVID RA Bayfordbury Observatory - Operating telescopes Signed for specifics

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<p><b>Adverse weather conditions</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Heat exhaustion, trips, falls, ill health effects, death</p>		<p>In extreme wet, wind or cold and extreme hot weather, i.e. where weather conditions are such that there may be risk to staff or students’ health or safety, events will be cancelled</p> <p>Please refer to 2021-22 SPECS COVID RA Bayfordbury Observatory - Operating telescopes Signed for further risks and controls.</p> <p>Weather forecast should be checked regularly leading up to and during the event for any adverse change in the forecast that would cause a hazardous scenario.</p> <p>All advised to wear warm weather clothing during winter month group visits.</p> <p>During safety briefing visitors told:</p> <ul style="list-style-type: none"> <li>If they are feeling cold at the observatory to tell a member of staff who will escort them to the PMB (Patrick Moore Building).</li> </ul>		

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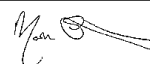
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<b>Lift Use</b>	Visitors (including, but not limited to: school children, general public)  UH Staff  Outreach ambassadors	Major/minor injuries, stress, PTSD, slips, trips and falls, death.	Low	Only one person able to use the lift at a time. If there is a wheelchair user they must use the lift alone. If assistant is required to move the wheelchair user and operate the lift they must operate the lift from the outside and not enter the lift.  In the event of fire EVAC chair must be used, training arranged by Nuala O’Flynn. The group visit leader must have EVAC chair training.		
<b>Manual handling</b>	UH Staff  Outreach ambassadors	Lifting	Low	All staff must have completed iHASCO manual handling training.	All staff send certificate of their completed iHASCO training to Nuala O’Flynn/Mily Riley before first group visit	
<b>Accidents / Slips / Trips / Falls / Stairs</b>	Visitors (including, but not limited to: school children, general public)	Ill health effects, minor/major injuries – fractures, bruises, strains, cuts, death	Medium	All staff must complete iHasco health and safety and send certificate to Nuala O’Flynn  Emphasis is place on the person to ensure general housekeeping practices are maintained.		

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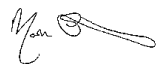
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	UH Staff  Outreach ambassadors			<p>If any infrastructure issues refer to UH Estates</p> <p>No trailing cables, any temporary lines, e.g., extension leads etc, to be put in cable covers or taped/matted down.</p> <p>Please refer to ‘2021-22 SPECS COVID RA Bayfordbury Observatory - Operating telescopes Signed’ for further risks and controls.</p> <p>Ambulance requested first then university emergency number contacted in the case of an emergency: 01707 285555.</p> <p>First aid kits can be found: In the cupboard to the left of the entrance to the Bayfordbury science building (BSB) At the back on the right of room S20 in the BSB On the desk in the entrance to the PMB Next to the cupboard at the back of the PMB with the keys, radio etc.</p>		

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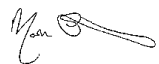
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				<p>If a member of UH staff requires first aid, normal procedure should be followed, and their line manager should be notified.</p> <p>Visitors will be required to have a first aider, so in the first instance they should perform the first aid if required.</p> <p>Defibrillator is located in cupboard to left of the entrance to the BSB</p> <p>Any First Aid kit that is used will be written down and Bayfordbury staff informed of use.</p>		
<p><b>Illnesses</b> <b>Medical conditions/allergies</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Major/minor injuries, ill health, infection, allergic reactions, choking, medical emergencies</p>	<p>Medium</p>	<p>Relevant responsible details of allergies, medical conditions and emergency contacts collected. Information carried electronically at all times</p> <p>Medication belonging to person with medical conditions is carried at all times.</p> <p>Briefings and debriefings at the start and end of activities to ensure staff/ambassadors are aware of medical needs if necessary</p>		

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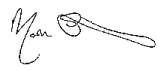
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<p><b>Misbehaviour or improper use of equipment.</b></p>	<p>Visitors (including, but not limited to: school children, general public)</p> <p>UH Staff</p> <p>Outreach ambassadors</p>	<p>Minor or Major Injuries</p>	<p>Low</p>	<p>Emphasis is place on the person operating equipment to ensure general workplace behaviours is maintained.</p> <p>All students and staff are subject to following Health &amp; Safety and Code of Conduct regulations.</p>		

### Group Visit Health and Safety Talk

At the start of the visit, you must tell the audience:

- Location of fire exit
- Fire meeting point (car park, if evacuating from BSB, circle at centre of domes if at Observatory)
- Not to fight the fire but to raise the alarm, evacuate and wait in the designated safe area.
- Masks must remain on at all times unless outside or medically exempt
- Not to touch any materials or equipment in the lab unless given to them by UH staff/outreach ambassador
- No food or drink is to be consumed anywhere on site, except the refectory. Equipment should not be touched unless directed to do so by a demonstrator. All hazardous materials to be locked away before group visit.

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- If lost, then the meeting points are:
  - Refractory if you are in the BSB
  - Meeting point at centre of domes if at telescopes
- When walking to the telescopes
  - Stay on illuminated path
  - No running
  - If they are feeling cold at the observatory to tell a member of staff who will escort them to the PMB (Patrick Moore Building).
- If staff are incapacitated in an emergency. The procedures are:
  - Visitor to alert other nearby staff members or via radio. If unable to contact staff within one minute, immediately call 999 and request required emergency services.
  - Visitor or other staff member then ring UH security (x5555 or 01707 285555) to let them know what has happened and that they should come to Bayfordbury.
- At the telescopes:
  - Show the meeting point for if an alarm sounds or you get lost (the circle in the centre of all of the domes).
  - In the Marsh, warn visitors that the telescopes are moving machinery (especially if they are in robotic mode, can move unannounced) and they should watch their heads. Announce when you are moving the telescope so you don’t hit someone in the head.
  - Be careful using ladders, especially with children and elderly. Warn visitors not to touch any equipment.

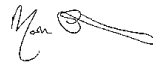
You may take radios from the PMB - they’re in a cabinet on the desk on the left.

**If wind speeds exceed 40km/h, do not attempt to enter the domes.**

You can check wind speeds on this page: <http://observatory.herts.ac.uk/weather/index.php>

The doors will get caught in the wind and can break your fingers when they slam shut. Moving the roof could cause damage to the dome.

You should also read: [http://observatory.herts.ac.uk/wiki/Bayfordbury\\_Observatory\\_Laboratory\\_H%26S](http://observatory.herts.ac.uk/wiki/Bayfordbury_Observatory_Laboratory_H%26S)

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